



EARTH SCIENCES DIVISION

June 05, 2008

TO: Level-1, ESD

FROM: Don DePaolo, Earth Sciences Division Director

SUBJECT: 2008 Employee Performance Review Process and Related Important Functions

It is time to begin the annual Performance Review and Development (PRD) process for 2008. Similar to last year, ESD has identified two primary weeks for the writing of the PRDs, which are, July 7-18, 2008. If you will be out of the office during some or most of this two-week period, you must complete your PRDs before your absence.

During this important process, employees will be evaluated for the period of July 1, 2007 to June 30, 2008. In addition, the ESD will require employees to complete various Divisional reporting requests (property, JHA, travel, etc., see ESD Website). Questions about the PRD process will be answered at training sessions led by Human Resources (see Calendar in Attachment). Training is strongly suggested for supervisors and is encouraged for employees.

ESD's Employee Self-Assessment Worksheet is designed to provide you the opportunity to summarize how you have accomplished the specific goals and work deliverables for this year, and to provide your supervisor with a list of suggested (new and/or continuing) expectations (goals)/work deliverables for the next year. Finally, please update your professional development plan for the next 3–5 years. Include a summary of your progress and discuss any proposed revisions with your supervisor. All of the above is subject to evaluation and modification by your supervisor for the PRD. Once the Employee Self-Assessment Worksheet is complete, email a copy to your supervisor via his/her **eRoom email address** (Attachment 2) so that he/she can more efficiently rate your overall contribution. Your careful completion of the worksheet is extremely important, as without it, it is difficult for your supervisor to properly evaluate your progress.

The PRD forms are the same as last year, but are different than the forms on the HR website. Please use the forms linked from the ESD website.

The due dates for all tasks can be found in Attachment 1, ESD Performance Review Calendar.

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All ESD employees will begin:

1. Working on your Annual Supplement to the Professional Resume (ASPR, for S&E's only) and Employee Self-Assessment Worksheet. (See ESD Website for detailed explanation and correct forms).
2. Because the Lab is replacing the JHQ with a new JHA (Job Hazards Authorization) around middle of June 2008, please complete the new JHA once you are told that it is available. Even if you just took the JHQ, you will be required to take the new JHA. To access the JHA, you will go to "J" on the Lab's A-Z Index.
3. If needed, sign up and if possible complete all required EH&S training June 30, 2008. If a course is not available please contact Vivi Fissekidou, x5610.

All ESD supervisors will begin:

1. Requesting feedback for each employee.
2. Reviewing and updating each employee's "Performance and Development Planning Worksheet" (within the PRD form) from the last year.
3. Be sure that all required documentation has been completed (i.e., Training, JHA, Institutional Requirements form)
4. For your assistance, an electronic copy of your employee's PRD form from the last review period will be in the employee's eRoom folder.

This memo as well as guidelines, instructions, calendar, and required forms will be available on the ESD website at:

http://www-esd.lbl.gov/workplace_resources/workplace/HumanResources/PerformanceReviews/index.html

Attachments:

1. ESD Performance Review Calendar
2. ESD Supervisor eRoom email addresses

CC.

Nancy Talcott, ESD HR Center Manager
Susan McAllister, ESD Sr. HR Division Partner
ESD File

Attachment 1.
ESD PERFORMANCE REVIEW PROCESS & CALENDAR 2008

Below is an overview of the Lab's and the Division's calendar for completing the annual performance review process. This also includes some step-by-step instructions of exercising the performance review. Supervisors will be using **eRoom** (a Web-based collaborative workspace, accessible from any computer, that enables distributed teams to work together more efficiently) to facilitate the PRD process. Please review your personal calendar and if necessary accelerate the due date for any actions described below. Please try to coordinate with your employee(s), supervisor(s), or Department(s).

JUNE	
June 17	Employee - PRD Process Training by Human Resources. 1-2 p.m., 90-2063
June 20	Supervisor - PRD Process/eRoom Training by Human Resources. 1:30 – 2:30 p.m., 90-1099
June 24	Supervisor - PRD Process/eRoom Training by Human Resources. 3:30 – 4:30 p.m., 90-1099
June 20	Each Department Head will receive an E-mail with a list of all his/her staff. Department Head should communicate this list to supervisors as it applies. Supervisors should already begin requesting feedback for each employee.
JULY	
By July 3 (or earlier)	Employee: 1. Complete ASPR (S&E staff only) and Employee Self Assessment Worksheet and send them to your supervisor via his/her eRoom email address (see attached list). 2. Also complete necessary tasks discussed on ESD Website Performance Evaluations (http://www-esd.lbl.gov/workplace_resources/performance_review_process.html)
July 7-18 (or earlier)	Supervisor: 1. Complete PRD review write-up. 2. Each employee will have an employee folder in eRoom. File documents in the appropriate folder. When completed, each folder should have a PRD, ASPR and/or Worksheet, and revised Position Description (if necessary).
July 21–Aug 1 (or earlier)	Department Heads will review and normalize performance reviews and will reroute to supervisors for revision if needed. When completed route employee folders (containing PRDs, ASPR and/or Worksheet, PD, and Division required documents) to HR by August 1, 2008. Please do not piece mail your reviews to HR. If at all possible, route the majority of your reviews at one time.
AUGUST	

August 4-15	HR will review performance reviews.
Week of Aug. 18	Department Heads and Division Director meet to discuss performance reviews.
August 25 (or earlier)	<p>Department Heads return all employee folders to supervisors. Those needing corrections should be revised. Hold PRDs for S&E employees that do not need corrections. These should be returned to supervisors after Division Director & Dr. Chu discussion.</p> <p><u>Supervisors:</u></p> <p>1. For non S&E employees.</p> <p>a. No Corrections—(i)complete PRD discussions with employees (ii) <u>sign and date</u> the PRD and make copies for you and employee (iii) return signed original PRD folder to your Department Head.</p> <p>b. Corrections: (i) complete revisions in eRoom, make hard copy of corrected PRD, follow 1.a. above.</p> <p>2. For S&E employees: Make corrections in eRoom, print corrected copy, and return PRD folder to Department Head. Note: Discussions with S&Es will take place AFTER Division Director and Dr. Chu discussion.</p>
August 31	Department Heads <u>sign</u> non S&E PRDs and deliver signed original PRD folders to Susan McAllister.
SEPTEMBER	
September TBD	Division Director meeting with Lab Director
September TBD	<p>Department Heads return S&E PRD folders to supervisors.</p> <p><u>Supervisors:</u></p> <p>(i) complete discussions (ii) <u>sign and date</u> the PRD and make copies for you and employee (iii) return signed original PRD package to your Department Head.</p>
September 30	Department Heads <u>sign</u> PRDs and return all signed S&E PRD folders to Susan McAllister

PERFORMANCE REVIEW PROCESS and EROOM TRAINING

A PRD Process/eRoom training session will be held by Susan McAllister of ESD Human Resources. If you are unable to attend the scheduled meeting but have questions, please contact Susan McAllister (x5683) or Nina Del Cid (x4577) for guidance and/or consultation.

All employees are strongly encouraged to attend the Employee PRD Process training session (especially new employees).

Attachment 2.
ESD Supervisor eRoom
Email Addresses
6/01/08

Supervisor Name	eRoom email address
Andersen, Gary	GLAndersen@erom2.lbl.gov
Berryman, Jim	JGBerryman@erom2.lbl.gov
Birkholzer, Jens T	JTBirkholzer@erom2.lbl.gov
Bishop, James K	JKBishop@erom2.lbl.gov
Brodie, Eoin	ELBrodie@erom2.lbl.gov
Christensen, John Neil	JNChristensen@erom2.lbl.gov
Collins, William	WDCollins@erom2.lbl.gov
Conrad, Mark S	MSConrad@erom2.lbl.gov
Depaolo, Donald J	DJDepaolo@erom2.lbl.gov
Finsterle, Stefan	SAFinsterle@erom2.lbl.gov
Glaser, Steven	glaser@ce.berkeley.edu (no eRoom email)
Hazen, Terry C	TCHazen@erom2.lbl.gov
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